

BRM Card Template (3-3/4" x 6")

This template was created to help you accurately construct a 3-3/4" x 6" Business Reply Mail Card.

It consists of 3 layers:

1. Instruction Layer (which you are now on).
2. Working Layer (where you will construct your BRM).
3. Dimensions Layer (shows you the boundaries for the placement of information).

As shown below, there are **three** areas that must be completed on the Working Layer of your BRM:

- 1 Business Reply Legend: Insert permit number, city, and state where permit is issued.
- 2 The address where BRM is returned.
- 3 Unique 9-digit ZIP+4 barcode assigned by Postal Service.
- 4 FIM C. (Do Not Move.)

For further technical information, please reference QSG 922 and DMM S922.5.

The diagram shows a Business Reply Mail Card template with the following elements and callouts:

- Callout 1:** Points to the "BUSINESS REPLY MAIL" header.
- Callout 2:** Points to the return address: "MR JOHN SMITH, MANUFACTURES ASSOCIATION, 300 MAIN ST, ALEXANDRIA VA 22314-9801".
- Callout 3:** Points to the 9-digit ZIP+4 barcode at the bottom.
- Callout 4:** Points to the FIM C. (Do Not Move.) barcode at the top right.

The card also includes the following text and graphics:

- Header:** BUSINESS REPLY MAIL
- Sub-header:** FIRST-CLASS MAIL
- Permit Information:** PERMIT NO. 1234 ALEXANDRIA, VA
- Postage:** POSTAGE WILL BE PAID BY ADDRESSEE
- Postage Notice:** NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
- Barcode:** A series of vertical bars representing the 9-digit ZIP+4 barcode.

USPS BRM Template Card 3-3/4" x 6"

Instructions Layer

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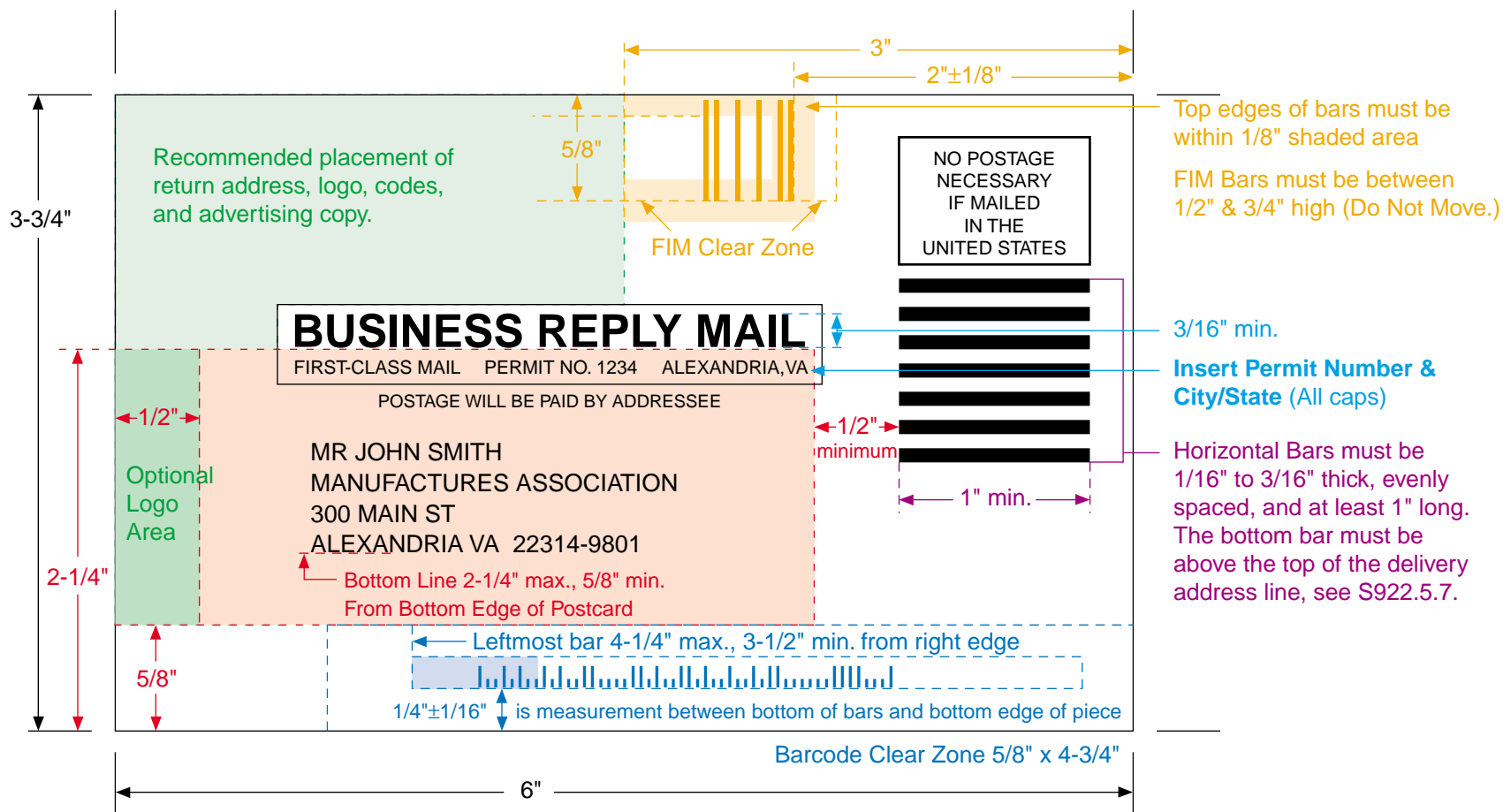


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Working Layer

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Dimensions Layer

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